P U N J A B

Administration: Dr. Bakshish Singh Nijjar, Additional Director continued to be the head of the Directorate. The post of Record Officer, as also certain other posts under the two schemes, viz. (i) Maintenance and Preservation of State Records at Divisional level and (ii) Setting up of the Archives and Museum of Documents connected with Freedom Movements were, however, abolished by the State Government.

Budget: During 1977-78 a sum of Rs.351,164.84 was spent against the budget provision of Rs.3,52,000 on the non-plan side. Provision of Rs.1,00,000 was made on plan side but was slashed to Rs.30,000/- by Government and out of which Rs.31,826.11 was spent. For 1978-79 a sum of Rs.3,62,000 has been made on the non-plan side and Rs.25,000 on the plan side.

Building: At present the State Archives is housed in an old palace in Baradari Gardens, Patiala, and some of its records are also lying in a part of Patiala Fort. There is however a proposal to construct a new building at Chandigarh for which a plot has already been allotted.

Record Management: Records of the erstwhile, Patiala State Finance Department and some English records of erstwhile Kapurthala State were appraised, out of which 30 per cent were marked for retention. No Retention Schedule is being followed while appraising the records.

Research and Reference: 35 research scholars availed themselves of the research facilities and 100 queries were attended to. 57 requisitions were made by the Government Agencies. 199 files, 548 manuscripts, 1221 books and 144 newspapers were supplied to research scholars for consultation.

Reference Media: 6,400 files of erstwhile State records were indexed, 2185 files were listed and 5175 files were arranged. Descriptive lists of 981 documents of Vukla Reports, 124 documents under Bhandari Collection and 50 documents of Ludhiana Agency Records were also prepared. documents of English Records were also prepared. 54 Press lists of 330 manuscripts and 146 files of old Secretariat Records were also paginated and 1254 books were entered in relevant register.

Publication Programme: No publication was brought out during the period under report.

Preservation of Records: During the period, 2,59,802 sheets were flattened, 16791 sheets were repaired with tissue paper, 16 with chiffon and 990 with acetate foil. Besides, 109393 sheets were guarded and 2688 books and volumes were bound.

Photo Duplication: The department does not have its own microfilming unit but photo copies of records/documents are issued on demand with the help of Camera printer. 84 negatives and 70 positives were prepared to meet the demands of research scholars.

Library: During the period no fresh acquisitions were added nor there is any proposal at the moment for any further expansion.

Other Activities: Under the National Register of Private Records, various villages and towns situated in Patiala, Jullundar and Ludhiana districts were visited with a view to make a survey of historical records in private custody. Under another scheme, i.e. collection of documents connected with Freedom Movements in the Punjab, records belonging to various institutions were also surveyed.